

Secondary Suite Requirements

Basement apartments are a form of Secondary Suite and require a Building Permit Application, Floor plan and site plan.

Building Permit Application Requirements

- Site plan showing additional onsite parking space – parking not permitted in front or rear yard setback areas and cannot be tandem
- Floor plan of entire floor area - drawn to scale and dimensioned (graph paper acceptable).
- Clearly define areas to be used by apartment, by upper (main) unit, or as common area. Floor area measurements to be taken from outside of exterior walls to center of common walls.
- Label all rooms
- Show all windows and doors
- Bedrooms require an egress window

Smoke tight separation between the suite, primary unit, and shared space – wall and ceiling section drawings detailing construction between apartment units and common space, labelled

- Shared wall (suite, common area & shared egress) - ½" drywall both sides, resilient channel on one side, stud cavity filled with insulation
- Shared Ceiling/floor - ½" drywall on ceiling, resilient channel and floor joist cavity ¾ filled with insulation
- Doors entering a shared exit or a common area shall be a 45mm thick solid wood door or 20 minute fire door and shall be equipped with a self closing device

Main unit must have a separate exit if basement suite uses a shared exit.

Smoke alarms and Carbon monoxide alarms (required if garage or fuel burning appliance present) shall be AC / DC and interconnected between suites.

A separate HRV ventilation system is required for the secondary suite.

Zoning Regulations – Zoning By-law limits suite size for Basement Apartments – See Related Documents link below

For more information, please contact:

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